

## APPROVAL OF CONSENT AGENDA

**TOWN OF DAVIE  
TOWN COUNCIL AGENDA REPORT**

**TO:** Mayor and Councilmembers

**FROM/PHONE:** Barbara McDaniel, MMC, Assistant Town Clerk (954) 797-1023

**PREPARED BY:** Barbara McDaniel, MMC, Assistant Town Clerk

**SUBJECT:** Resolution

**AFFECTED DISTRICT:** n/a

**ITEM REQUEST:** **Schedule for Council Meeting**

**TITLE OF AGENDA ITEM:** A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, APPROVING THE HOLIDAY SCHEDULE AND OTHER OBSERVED DAYS FOR THE TOWN OF DAVIE NON-REPRESENTED EMPLOYEES DURING FISCAL YEAR 2007-2008; AND PROVIDING AN EFFECTIVE DATE.

**REPORT IN BRIEF:** The Town Code, Chapter 2, Article II, Section 2-21, and the Personnel Rules and Regulations, Rule X, Section 2(a), requires the Town to designate the holidays to be observed by non-represented employees during the upcoming fiscal year. In order to retain continuity in days off with other union employees, non-represented employees also receive a quality service day and their birthday.

Note: This schedule is observed by non-represented employees in accordance with the Personnel Rules and Regulations. Bargaining unit employees observe the holidays and other days as listed in their applicable collective bargaining agreement.

**PREVIOUS ACTIONS:** not applicable

**CONCURRENCES:** not applicable

**FISCAL IMPACT:** Yes

Has request been budgeted? Yes

What account will funds be appropriated from: Salary Accounts

Additional Comments: Part of employees' benefit package

**RECOMMENDATION(S):** Motion to approve the resolution.

**Attachment(s):** Resolution and Schedule

RESOLUTION \_\_\_\_\_

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA,  
APPROVING THE HOLIDAY SCHEDULE AND OTHER OBSERVED  
DAYS FOR THE TOWN OF DAVIE NON-REPRESENTED  
EMPLOYEES DURING FISCAL YEAR 2007-2008.

WHEREAS, as required by Town Code, Chapter 2, Article II, Section 2-21, and  
the Personnel Rules and Regulations, Rule X, Section 2(a), the Town must designate the  
holidays to be observed during the upcoming fiscal year for non-represented employees;  
and

WHEREAS, in order to retain continuity in days off with other union employees,  
non-represented employees also receive a quality service day and their birthday; and

WHEREAS, the Town Council wishes to approve the attached schedule for fiscal  
year 2007-2008.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN  
OF DAVIE, FLORIDA:

SECTION 1. The Town Council of the Town of Davie does hereby approve the  
attached Town of Davie holiday schedule and observed days for Fiscal Year 2007-2008.

SECTION 2. This resolution shall take effect immediately upon its passage and  
adoption.

PASSED AND ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2007

\_\_\_\_\_  
BER

\_\_\_\_\_  
MAYOR/COUNCILMEM

ATTEST:

\_\_\_\_\_  
TOWN CLERK

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2007

**TOWN OF DAVIE SCHEDULE  
FOR FISCAL YEAR 2007-2008\***

Veterans Day	Monday, November 12, 2007
Thanksgiving Day 2007	Thursday, November 22,
Day after Thanksgiving	Friday, November 23, 2007
Christmas Eve Day	Monday, December 24, 2007
Christmas Day	Tuesday, December 25, 2007
1/2 Day New Year's Eve	Monday, December 31, 2007
New Year's Day	Tuesday, January 1, 2008
Martin Luther King, Jr. Day	Monday, January 21, 2008
Presidents' Day	Monday, February 18, 2008
Memorial Day	Monday, May 26, 2008
Independence Day	Friday, July 4, 2008
Labor Day	Monday, September 1, 2008
Employee's Birthday**	
Quality Service Day***	

---

\* This schedule is observed by non-represented employees in accordance with Rule X, Section 2(a) of the Town of Davie Personnel Rules and Regulations. Bargaining unit employees adhere to their applicable collective bargaining agreement.

\*\* An employee must have been employed at least one year and must have successfully completed the 12 month probationary period to receive his/her birthday. The employee shall be able to utilize their birthday on the day of their actual birthday or another day within 60 days following the employee's birthday as mutually agreed by the employee and the Department Director.

\*\*\* An employee who has been employed at least one year, has successfully completed the 12 month probationary period, has no written disciplinary notices, has no at fault accidents, and their overall performance evaluation is “meets expectations” or better during the previous fiscal year, shall receive a Quality Service Day. The employee shall be able to utilize the Quality Service Day on a day within the fiscal year in which the Quality Service Day is credited as mutually agreed by the employee and the department director.